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| **PROFESSIONAL SERVICES****3 PHONE INTERVIEW CONTRACT****SELECTION & FEE SUMMARY***fee between $10,000 & $50,000* |

**PROJECT INFORMATION**

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| Project Title including Project Code where applicableWORK ORDER #       PROJECT # P-      ACCOUNT CODE: 9     PURCHASE ORDER #       CONTRACT #      PROJECT DESCRIPTION:      SERVICES REQUIRED & SCHEDULE [ ]  Project Initiation: check one COMPLETION BY [ ]  PIR       [ ]  Preplanning / Feasibility Study       [ ]  Programming       [ ]  Project Criteria       [ ]  Report       [ ]  Reviews       [ ]  Other            [ ]  Schematic Documents      [ ]  Preliminary Documents      [ ]  Construction Documents       [ ]  Bidding & Negotiations      [ ]  Construction Contract Administration      [ ]  Record Drawings (As-Built)      [ ]  (Other)             |

**SELECTED FIRM**

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| Firm Name  |

**RATIONALE FOR SELECTION**

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| Review & Consider the “SWaM Consulting Firms-Small” tab on the SWaM web page. |

**3 FIRMS INTERVIEWED**

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| *AE-1 thru AE-6 must be on file in the Office of Contract Administration***CONSULTANT #1**      Address:       Phone:       Fax:      Person Interviewed:       Date:      1. Current work load:
2. Minority [ ]  Small Business [ ]  Women Owned [ ]
3. Capability to meet schedules:
4. Past performance and similar type of work:
5. Ability to control budgets:

**CONSULTANT #2**      Address:      Phone:       Fax:      Person Interviewed:       Date:      1. Current work load:
2. Minority [ ]  Small Business [ ]  Women Owned [ ]
3. Capability to meet schedules:
4. Past performance and similar type of work:
5. Ability to control budgets:

**CONSULTANT #3**      Address:      Phone:       Fax:      Person Interviewed:       Date:      1. Current work load:
2. Minority [ ]  Small Business [ ]  Women Owned [ ]
3. Capability to meet schedules:
4. Past performance and similar type of work:
5. Ability to control budgets:
 |

**FIRM RANKING**

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| --- |
| 1.      2.      3.       |

**FEE NEGOTIATION**

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| CONSTRUCTION COST ESTIMATE (if applicable): $      UNIVERSITY ESTIMATE OF CONSULTANT FEE: $      SOURCE(S) OF FEE ESTIMATE:1. Original Consultant Fee Proposal $

 1. Negotiated Basic Services Fee Proposal $

 Additional Services $       Total of Source #2 $      BASIS FOR NEGOTIATED FEE & COMMENTS:       |

**REQUIRED SIGNATURES**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date      Project Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_Supervisor Name |

Attachments:

1. HECO-3.2 (prepared by the Professional Services Contract Administrator)

2. A/E Proposal (including hourly rates)

Professional Services Contract Administrator \_\_\_\_\_\_

Construction Services and Contract Admin. Director \_\_\_\_\_\_